

RUTHERFORD COUNTY MANAGER

County Commissioners

Julius Owens, *Chairman*

William Eckler, *Vice Chairman*

Susan G. Crowe

Eddie Holland

Roger Richard

Carl Classen, *County Manager*

Hazel S. Haynes, *Clerk to the Board*

Richard Williams, *County Attorney*

August 31, 2012

To: County Commissioners

From: Carl Classen, County Manager

Weekly Report Items **Week Ending August 31, 2012**

General:

This is a highlight of items from the previous week. It is not meant to be exhaustive but to inform the Commissioners and Department Heads.

Board of Elections:

The Elections office held training classes this week for poll workers on the software used on Election Day. Three daytime and two evening classes were held to give poll workers a chance to become more familiar with our system and to ask questions. Staff participated in a State Board webinar on changes to our absentee processes. During this week, we processed 81 new registrations, 27 duplicate registrations, 72 changes of information and mailed out 221 cards.

Building Inspections:

Building Inspections has issued 30 permits totaling \$5,856 in fees. Our Inspectors have conducted 191 inspections this week as well. The Building Inspections office investigated a complaint from the Tax Office regarding a house that was being illegally occupied without a final inspection. A complaint from a commissioner regarding an overgrown and dilapidated foreclosure was also investigated. The Director has been working with the investigator for the NC Licensing Board for Plumbing and Heating regarding an unlicensed plumber illegally operating in the area. Lastly, the Fire Inspector completed and passed his Plumbing Level I code course.

Clerk to the Board:

The September regular meeting of the Commissioners will be held on September 10 rather than September 3 as this is Labor Day. The Clerk continues to work with the Commissioners and Manager on the information for the agenda packet. The Clerk has attended several meetings on the voice mail and phone systems for the county, as well as, attended a meeting with the Manager and County Attorney on the "Rules of Procedure."

Cooperative Extension:

The County Extension Director continues to assist clients with technical information through phone calls, office, and field visits. The Director held a planning meeting with the Farm City Committee and attended the Foothills Connect meeting. The Family and Consumer Sciences Agent attended the North Carolina Extension Association of Family & Consumer Sciences State Conference. The Agricultural Agent continues preparations for the 20th celebration of the Master Gardner Volunteer Program, assisted with the Rutherford County Farmer's Market, networked with the Grillin' & Chillin' workshop committee and the 2013 Spring Garden School committee, and held 4 radio broadcasts. 172 contacts were

made. The 4-H Youth Development Agent attended the North Carolina Extension Association of 4-H agents at the State Conference.

County Manager:

The County Manager attended numerous meetings this week. The week began with a meeting with James Kilgo, Solid Waste Director and Steve Nanney, Litter Control Officer reference litter reports. A meeting was held regarding voice mail equipment with the County Manager, Clerk to the Board, Finance Director and IT Manager. The weekly conference call regarding the Transfer Station was held, as well as, the weekly project update meeting. Also, the second meeting for the "Coordinated Appearance" was held. The manager met with Commissioner Richard, Wilbur Burgin and Fire Marshal Roger Hollifield to talk about fire districts. Jimmy Hines, Health Department Director, Faye Hassell, United Way Director and John Carroll, DSS Director met with the County Manager to discuss 2-1-1. Another meeting was held with Mattie Patterson and her staff, Chris Roberts, Assistant Finance Director, and Carl Classen to review Community Block Grants. The County Manager attended a webinar with the Human Services Agency, attended a United Way luncheon, and worked with Hazel Haynes on the Commissioner agenda packet. Lastly, the manager attended the "Hot Dog" luncheon for EMS staff kicking off the convalescent care, attended a communications meeting reference the phone system, met with the Clerk to the Board and Attorney Richard Williams on the "Rules of Procedure," and met with IT Director Rhonda Owens and Rheba Ward regarding the Tax Office website.

Detention Center:

This past week has been busy for the Detention Center. The facility averaged 227 inmates, 183 males and 44 females. Processing admitted 91 inmates and released 94. Kitchen staff prepared 4,724 meals for the jail population. Corporal Shell transported 4 commitments and 17 inmates to various locations across the state, for a total of 1802 miles traveled.

Economic Development:

This week, the Economic Development Director was provided a tour of the Facebook Data Center that included Building 1 and 3. Building 1 is fully complete and operational while Building 3 is anticipated to be fifty percent complete and operational by October 2012. Facebook Data Center Building 1 has been constructed and certified to Leadership in Energy and Environmental Design (LEED) Platinum, the highest certification designation available. The Director toured prospective industrial sites with the Advisory Board Chairman to review opportunities and infrastructure needs at each site and attended a contract signing event at the Rutherford County Airport between CAAMS, LLC. and Air Kiribati, Ltd. Air Kiribati, Ltd. is the national airline of the Republic Kiribati operating passenger services within the Gilbert Islands of Kiribati and to Fiji. It also operates charters, medical evacuation and search and rescue services. The Republic of Kiribati, is an island nation located in the central tropical Pacific Ocean with a permanent population just over 100,000. CAAMS, LLC. acquires, refurbishes, updates and then sells Twin Otter aircraft and spare parts and is headquartered at Rutherford County Airport where they own two hangars for parts inventory and refurbishment of aircraft. Staff attended the Economic Developers Advisory Council Meeting at AdvantageWest which included special presentations from the Department of Commerce staff regarding research analysis and representatives from the Atlantic Regional Center for Foreign Investment who discussed the Immigrant Investment Program. Staff continues development of a Business Retention and Expansion program anticipated to be deployed 4th quarter 2012.

Emergency Services/Emergency Management/Fire Marshal:

This week **EMS Personnel** responded to 169 calls. EMS Administration finalized the start up arrangements of the Rutherford County EMS Specialized Transport Division. This division officially starts on Saturday, September 1st serving the scheduled convalescent needs of the community. A "Hot Dog" luncheon is being held at the County Office Building to celebrate the accomplishments of the EMS Department and kick off the new convalescent care services.

Emergency Management/Fire Marshal investigated one fire death in Henrietta, continues to attend meetings and work on proposed fire service districts, and is working with local and state officials concerning the DNC in Charlotte.

Finance:

The Finance Director attended the weekly conference call relating to the Transfer Station, attended a meeting to discuss the Voice Mail System, and represented the County at the Gardner Webb Grand Opening. Chris Roberts, Assistant Director attended a meeting regarding Community Block Grants and the “Coordinated Appearance” of Rutherford County. The Finance staff continues to work on the Fiscal Year End closeout reports and preparing for the auditors to come in September. The Finance Director also helped host the luncheon for EMS staff.

Human Resources:

The Human Resources Department would like to welcome new employee Carolyn Baynard (moving from part time to full time Maintenance). Employees who have left Rutherford County are Ila Simmons (EMS), Matthew Childers (p/t EMS), Andrew Hooks (p/t EMS), Randy Jolley (p/t EMS) and James Pettit (p/t Solid Waste). The HR Office held meetings to discuss personnel issues and retirements. Also, this week the HR Director conducted interviews for the Solid Waste Scale Operator. Staff from the HR Department organized a “Hot Dog” luncheon for EMS staff to kick off the new convalescent care services.

Information Technology:

The IT Department continues to service software, hardware, and computer needs for County departments. The IT Director helped host the EMS luncheon.

Planning/Parks and Recreation:

Maintenance had an extremely demanding week completing 58 service calls. The garage had 15 preventative maintenance service calls, 16 repairs, 8 tire service calls, and 8 state inspections/other repairs. There was a minor accident in which a County maintenance van was hit by a citizen in a County parking lot. The Cultural Planner and the Public Works/Planning Director continue to monitor progress at Bechtler Mint Historic Park with parking lot and trails scheduled for completion by Labor Day. The mine opening construction is scheduled for completion over the next couple weeks. The Public Works/Planning Director held a pre-construction meeting with the contractor building the Frank West Restrooms. Construction will begin in early September and be completed by the end of October and held a bid-opening for Greyrock Project 3 Paving and Project 4 Construction with the results to be placed on the September 10, BOCC agenda. Work continues on purging trash and organizing historical items at the Biggerstaff Hanging Tree property. Efforts and data collection toward the master plan continues.

Register of Deeds:

The Register of Deeds office had an active week with 456 transactions collecting \$17,880.00.

Social Services:

The Director and three other staff members attended the Summer Western Regional Director’s Meeting in Asheville on Thursday. The meeting included a panel discussion on Adult Service issues, including Personal Care Services, Guardianship, and Changes in SA In Home Services. The panel consisted of state officials from Mental Health, Division of Health Service Regulation, and Division of Medical Assistance. Pam Price and Rhonda Byers attended an administrative officers meeting in Asheville on Friday. These meetings are held three times per year for the purpose of updating and instructing county level staff on budget issues. The Director attended a meeting with the Health Director, County Manager, and the United Way Director regarding the 2-1-1 referral line service. Income Maintenance staff continues to prepare for the NC FAST system that will begin rollout in Rutherford County in October. The agency plans to host an NC FAST state training session in September for Rutherford and surrounding counties.

Soil and Water:

The Admin/Education Specialist sent District Meeting notices and Farmland Preservation Meeting notices, attended the Farm City planning meeting, and completed the monthly Safety Inspection Report. The Water Quality Specialist inspected ongoing projects and made payments. The agent also completed a quarterly report to the NC Foundation for Soil and Water on a lagoon closure. Attended the Mountain Valley’s RC&D council meeting.

Solid Waste:

The Solid Waste Department served 345 customers, hauled 60 loads from convenience centers and shipped 32 loads to Lenoir. There are still a few issues with the gas to green project that are being worked out. The generator has arrived on site. The Director met with Carl Classen and Paula Roach for the weekly conference call regarding the transfer station. Improvements on the equipment at the convenience centers have begun. The Director and Assistant Finance Director continue to work on truck specs. The Solid Waste Department continues using Community Service Workers. Bids are expected to be ready for the Transfer Station on August 31.

Tax:

The Appraisal Department answered 69 phone calls, assisted 16 citizens with the present use program and 13 citizens who came in to the office. Appraisers worked 71 permits and 27 reviews. Staff continued assisting taxpayers with questions concerning their tax bills. **GIS/Mapping/Land Records/Addressing** assisted 79 taxpayers, answered 155 phone calls, issued 5 pre-permits, and reviewed 5 plats. Two projects are currently in progress. Land Records printed 39 newly recorded deeds, transferred 28 deeds and 6 estates. 13 new accounts were set up. GIS completed 8 splits, 6 merges, 1 acreage adjustment, and created 10 maps. The addressing department assigned 5 new addresses, updated 8 addresses, and installed 8 new road signs and maintenance on 3.

Tax Collector: Collections has been very busy this week with walk-in and mail transactions due to this being the last week of offered discount. Staff has completed 9,484 transactions totaling \$8,289,098.14.

Tax Listing has completed 18 discoveries totaling \$3,792.06, answered 33 phone calls, and handled several walk-in customers with tax questions. Staff has dealt with 8 informal personal property appeals since August 1. Personal property appeal period ends 8/31/12.

Tourism: TDA is finalizing plans for the NC Cycle event on September 30th and for the 1st annual TDA Alliance Conference. We are continuing to work on designs for satellite mobile info sites, as well as, beginning development of a promotional video with VisitNC. A new creative campaign has been finalized and we will begin work on renovation plans for the Lake Lure Visitor Center in the upcoming weeks.

Transit:

This week Transit drove 8,324 miles, transported 987 passengers and collected \$11,119.13 in revenue. There were no safety violations. Transit submitted their NCDOT grant contract for the current fiscal year for \$205,492 in funding. The Semi-annual vehicle utilization data report was submitted to NCDOT. The Transit Director met with the Senior Center to research opportunities to transport more passengers without increasing cost. Transit also participated in a marketing meeting to collaborate with other departments on a uniform look and logo for the county. Also, congratulations to Anita Hawkins, Administrative Assistant, who will be getting married this Saturday to Bryan Campbell.

Veterans Office:

The staff made 198 veteran contacts this week. They also had 108 telephone interviews, with 37 mailouts for veterans to complete documents and requests for service. The Service Officer continues to meet with Veterans to assist with their needs.

Special Recognition Highlights

EMS starts the convalescent care Saturday, September 1, 2012. Thank you for your service to Rutherford County.





Congratulations to Clint Houser on achieving Plumbing Level 1 certification.